

**Big Top Entertainment**

500 Old York-Hampton Hwy.
Yorktown, VA 23692
info@exhibitsrvicesva.com
www.exhibitservciesva.com
(757) 527-2751

EXHIBIT SERVICES ORDER FORM

Show Name: Virginia Society of Association Executives

Show Date & Location: 9/25, GRCC Booth No. (if known): _____

Company Name: _____

Contact Person Name: _____

E-mail: _____ Phone: (____) _____

Company Address: _____

City: _____ State: _____ Zip: _____

Specific Show Information: Please mark your package. ☐ 48" Round table top with (1) high back stool

☐ 10x10 Full booth package (includes a 6' table w/ cover & skirt along with a 7" T x 44" L booth sign, and a waste basket)

Enter the desired quantity of each item. Please note all costs are subject to additional taxes and fees where necessary. Upon submission of this form, we will email you a final quote with a secure link for payment.

BASICS			
Qty		Price	Amount
_____	Metal High Back Stools	\$24/ea	_____
_____	Chairs	\$2.50/ea	_____
_____	Carpet, Black Pepper	\$1/sqft	_____
_____	Waste Basket	\$6/ea	_____
_____	4'x8' magnetic dry erase board	\$175/ea	_____

FURNITURE & LOUNGE PIECES			
Qty		Price	Amount
_____	Faux white marble & gold standup cocktail table	\$100/ea	_____
_____	Glass & chrome coffee table	\$100/ea	_____
_____	Truss standup coffee table	\$100/ea	_____
_____	Driftwood coffee table	\$100/ea	_____
_____	Live edge cedar coffee table	\$100/ea	_____
_____	Faux black marble & gold end table	\$100/ea	_____
_____	Glass & chrome end table	\$75/ea	_____
_____	Teak wood end table	\$75/ea	_____
_____	Black club chair	\$50/ea	_____
_____	Black loveseat	\$250/ea	_____
_____	White loveseat	\$250/ea	_____
_____	Emerald green velvet loveseat	\$250/ea	_____
_____	Orange velvet loveseat	\$250/ea	_____
_____	Emerald green velvet chair	\$150/ea	_____
_____	Emerald green velvet bench	\$100/ea	_____
_____	Black ottoman	\$110/ea	_____
_____	Teal velvet chair	\$50/ea	_____
_____	6'x9' green area rug	\$75/ea	_____
_____	6'x9' red area rug	\$75/ea	_____

DRAYAGE	
Must provide return shipping labels. \$2/lb, \$45 minimum	
<ul style="list-style-type: none">• Items must be received by 9/19/25 unless other arrangements have been made.• Once received, items will be weighed and an invoice will be sent. All invoices must be paid prior to set up date.• Items will be delivered directly to exhibit booth. Setup is not provided.• Items must be broken down & packed in original crates/cases.• Items will be picked up at the booth after the event.• BTE/ESV will coordinate return shipment.	
Please include the following on the drayage packages: <ul style="list-style-type: none">• Exhibiting Company name• Show name• Booth number	
Please ship to: 500 Old York-Hampton Hwy. Yorktown, VA 23692	
_____	Total pounds upon arrival
_____	Number of boxes upon arrival

<p>E-mail completed form to: Meghan@bigtopentertainment.biz no later than Friday 9/19/25</p>
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